

TRANSIT SUPERVISOR II*Class Definition*

Under general direction of the FAX Operations Manager, supervises the training, work assignments, monitors the overall performance of Bus Drivers, prepares work assignments for the extra board, and supervises lower level Transit Supervisors in coordinating the daily assignments of equipment and personnel.

Distinguishing Characteristics

Transit Supervisor II is the journey level supervisory class in the Transit Operations Section. Incumbents not only direct and assign work to the Bus Drivers, but also coordinate the activities of the extra board (the procedure by which extra operators are assigned to fill open regularly scheduled runs for any cause or work assignment other than regular runs); oversee the daily activities of Bus Drivers and lower level Transit Supervisors; and implement and enforce Division operating policies and procedures. Transit Supervisor II is distinguished from Transit Operations Manager in that the latter exercises administrative control over the Operations Section. It differs from Transit Supervisor I in that incumbents coordinate the daily activities of Bus Drivers and implement and enforce division operating procedures.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for these classes.)

Supervises and monitors the dispatch of both personnel and equipment utilizing an AVL/GPS communication system in conjunction with departmental policies and procedures, as well as those outlined in various labor agreements.

Evaluates various reports and data involving the overall performance of routes and personnel; reviews employee assessments with lower level Transit Supervisors and establishes measurable goals; makes recommendations to the FAX Operations Manager as needed.

Prepares the daily work assignments for the extra board utilizing a complex set of contract rules and regulations.

Coordinates the assignment of drivers, buses and extra board personnel to unfilled runs and trippers.

Prepares and reviews required reports and memoranda.

Investigates service interruptions, rule infractions, work disputes and grievances.

Monitors the performance of all Bus Driver to ensure routes are being run as scheduled and that driving hours do not exceed State or Federal limitations.

Coordinates with the FAX Maintenance Division regarding the installation and maintenance activities of all bus shelters, benches and bus stops.

Responds to any field situations or incidents requiring intervention.

Trains and monitors lower level Transit Supervisors on policy and procedures regarding the daily activities of the FAX Operations Division.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the rules, regulations, and standard operating procedures of the transit system.

Knowledge of radio/dispatch operations, particularly, participation of the extra board in a union environment.

Knowledge of personnel rules and regulations; principles and practices of modern supervision; employee motivation; and progressive discipline.

Knowledge of collective bargaining agreements.

Knowledge of standard office practices.

Ability to exercise independent and sound judgement and handle matters of a confidential nature.

Ability to communicate effectively, both orally and in writing.

Ability to plan, organize, and direct the work of subordinate staff.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to operate standard office equipment and the radio system.

Minimum Qualifications

Fifteen units of accredited college or university course work in public or business administration or a closely related field; and three years experience as a transit supervisor with the City of Fresno, or with a transit agency comparable to or larger than the City of Fresno's Transportation Department. Supervisory experience must include familiarity with the preparation of "Extra Board" assignments, various daily dispatching functions, and personnel management. One additional year of qualifying experience may be substituted for the required education.

Necessary Special Requirement

Possession of a valid Class "C" California Driver's License required at time of appointment.

Must be able to obtain a Class "B" California Driver's License with Passenger endorsement prior to the end of the probationary period.

APPROVED: _____
Director

DATE: _____